



New Jersey Department of Children and Families Policy Manual

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Introduction and Goals

Because the need for a short term alternative to Child Care Services provided in registered family child care homes and licensed centers exists and in order to enhance the Division of Child Protection and Permanency's (CP&P) ability to provide needed services to its client population, CP&P has policy which recognizes and formalizes the In-Home Child Care Program.

This statewide policy:

- standardizes the In-Home Child Care Program and its application;
- allows CP&P field offices additional flexibility in meeting the child care needs of its clients; and
- extends the accessibility of child care services to families who otherwise cannot avail themselves of it.

Definition

In-Home Child Care is the care of CPS children, in their own home or in a CP&P-paid resource home, by someone other than the parent or primary caregiver for fewer than 24 hours per day. Normally, this service is used on a short term temporary basis and is discontinued once the precipitating condition has been ameliorated. However, there are situations where in the judgment of the Worker and his or her Supervisor, the needs of the child and the family can best be met by long-term use of this type of child care.

Criteria for In-Home Child Care

Conditions for Care

In-Home Child Care is limited to the following types of conditions/situations:

- when child care is part of a case plan or service agreement but the family or resource family is unable to provide or secure transportation to and from a licensed child care center or registered family child care home.
- the parent or resource parent is unable to care for the child and there is no other person in the home capable of providing the child care, such as when:
 - an ill child must be isolated from others and the parent or resource parent cannot stay home to care for the children, because of need for continuity of training or employment.
 - the parent or resource parent is temporarily incapacitated.
 - the parent or resource parent is participating in a formal employment related training program sponsored by a federal, state or municipal agency leading to eventual full-time employment.
 - the parent or resource parent has odd hours of employment, e.g., works on a swing shift temporarily.
 - a working parent or resource parent is awaiting the child's placement in an approved child care program: Registered Family Child Care Home or Licensed Child Care Center.
- when needed to keep a family together while other arrangements are under consideration, being planned, or being coordinated.
- when the supervisor determines that there are no other options at hand that will meet the needs of the family, due to the immediacy of need.

Services to be Provided Children

The In-Home Child Care Provider, as a parent substitute, performs the services and acts that make for good parenting. These include, but are not necessarily limited to:

- providing personal attention to children;
- supervising the play and activities of children;
- providing personal care to children, toilet training;
- preparation of meals;
- cleaning up following meals;
- providing developmentally appropriate activities and experiences for children.

An In-Home Child Care Provider is not expected or required to care for an ill adult or perform heavy household chores such as washing clothes, ironing, house cleaning or shopping, which are activities more appropriate to a homemaker. Only such shopping or light household chores as are pertinent to

the health and safety of the children are performed by the In-Home Child Care Provider.

Personal Qualifications of the In-Home Child Care Provider

The individual assuming the above responsibility must be a mature adult, over 18 years of age, with sufficient warmth, intelligence, stability, energy and flexibility to adequately meet the social, physical and developmental needs of children. He or she must be able to:

- understand and relate well to children, appreciate their individual needs, and have the ability to plan for meeting these needs;
- discipline in a positive manner without using physical punishment;
- give children affection without becoming possessive;
- respect the child's parents and their views of rearing children and be comfortable in conferring with them about the child when the occasion arises.

The provider must not only be willing to, but should appreciate the need to, thoroughly discuss with the parents their plans and schedule for basic activities such as meals, clothes, napping, play, etc. While in the client's home, the provider must be willing to abide by the family's rules regarding visitors, use of the phone, refrigerator, etc.

The provider must be responsible, understand the confidentiality of his or her work, and show a willingness to cooperate with the agency. Observations made by the provider or of the provider regarding the child, the child-parent relationship, and anything significant (child abuse, etc.), must be reported to the agency. If the provider has children of his or her own, they must not need this parent's supervision while he or she is out of their home providing In-Home Child Care Services.

Physician's Statement

Prior to an In-Home Child Care assignment, the provider shall present to the Worker or the Supervisor, a physician's statement verifying that he or she is free from chronic and recurrent infectious diseases and is physically and emotionally capable of caring for children. The physician's statement shall be updated every three years.

Evaluation and Approval

The Worker evaluates the applicant per the standards outlined in this policy.

Monitoring

The Worker monitors the in-home care by seeing, together, the provider and the children for whom he or she is giving care, observing their interactions, and

determining the adequacy of care. The Worker records brief notes about the service in the In-Home Child Care Provider's record.

Internal Revenue Service Requirements for In-Home Child Care Payments

All payments made to the provider In-Home Child Care Services are considered to be income and are reportable to the Internal Revenue Services (IRS).

The Division will issue to the In-Home Child Care Provider an Internal Revenue Services Form 1099-Misc. when the Division has paid income to the provider of \$600 or more in a calendar year. The Division will notify the IRS when income of \$600 or more has been paid to a provider in a calendar year.

In Home Care Rates

Child's Services Category	Full-Time (30 hrs./wk.+)	Three-quarter Time (16-29 hrs./wk.)	One-Half Time (7-15 hrs./wk.)	One-quarter Time (6 hrs./wk. or less)
Infants/Toddlers (0 - 2.5 years)	\$89.00/wk.	\$67.00/wk.	\$45.00/wk.	\$22.00/wk.
Pre-schoolers (2.5 - 5 years)	\$68.00/wk.	\$51.00/wk.	\$34.00/wk.	\$17.00/wk.
School-agers (5 years and up)	\$68.00/wk.	\$51.00/wk.	\$34.00/wk.	\$17.00/wk.

Procedures Related to In-Home Child Care Payments

RESPONSIBILITY	ACTION REQUIRED
Worker/Supervisor	1. Determine that a family requires in-home child care.
Parent/Worker	2. Select an in-home child care provider.

Special Needs Rate

"Special Needs" is defined as a serious physical emotional, mental or cognitive condition for which child care services are required as part of a treatment plan designed to stabilize or ameliorate the situation. Records of children referred because of special needs situations must contain documentation of the result of a standardized developmental or psychological test given by a certified professional, written verification by a physician identifying and delineating the special needs of the child, or documentation by the Worker, approved by the Supervisor, attesting to a child's special or emotional needs.

Child's Services Category	Full-Time (30 hrs./wk.+)	Three-quarter Time (16-29 hrs./wk.)	One-Half Time (7-15 hrs./wk.)	One-quarter Time (6 hrs./wk. or less)
Special Needs (0 - School Age)	\$89.00/wk.	\$67.00/wk.	\$45.00/wk.	\$22.00/wk.

Note: There is no additional amount for a special needs infant or toddler.

After discussing the child's needs, the Worker and Supervisor determine when the special needs rate is appropriate and request approval according to the following guidelines.

Approval for Special Needs Rate

All special needs rate requests must have the written approval of the Local Office Manager.

A copy of the CP&P [Form 16-76](#) is sent to the Office of Accounting. The Office of Accounting requires a copy of both forms in order to process payment for the special needs rate.

The Worker and Supervisor re-evaluate every six months the necessity of continuing the special needs rate and if appropriate, resubmit the CP&P [Form 16-76](#) to the Office Manager. When the Office Manager approves continuance of the special needs rate, resubmit copies of the CP&P Forms 16-76 and to the Office of Accounting.

Procedures Related to Special Needs In-Home Child Care Rate Determinations

RESPONSIBILITY	ACTION REQUIRED
Worker	1. Determine that the child requires a special needs rate.
Supervisor	2. Complete and submit CP&P Form 16-76 , Special Approval Request, per form instructions.
	2a. In addition to form instructions, write the provider's name, address and vendor number in the justification section of the CP&P Form 16-76 .

Local Office Manager	3. Approve CP&P Form 16-76 , Special Approval Request.
Worker	4. Forward one copy of CP&P Form 16-76 , Special Approval Request.
Supervisor	5. Re-evaluate continued need for the special needs rate at six month intervals.
Worker	6. Terminate the special needs rate if appropriate.
	7. Repeat steps 1. through 6. for the special needs rate continuance, if appropriate.